



## **Map Amendment Overview and Instructions**

By state law, petitions to rezone property which are under county zoning jurisdiction are heard at a public hearing before the county planning committee, called the "Planning, Resources and Development Committee" ("PR&D"). PR&D will hear testimony and receive evidence offered by the applicant or agent and any other interested party, consider the applicable legal standards, and make findings and a recommendation to the County Board for a final decision. PR&D will recommend approval of a rezoning request only when it finds that the rezone criteria listed below are met.

Due to noticing requirements and PR&D's meeting schedule, applicants should plan on 30-45 days from the time the application is deemed complete to when a public hearing will be held. PR&D typically meets the second and fourth Tuesday of each month. Due to the County Board's meeting schedule applicants should plan on approximately 30-60 days from the time PR&D makes its recommendation, to when the County Board will act on the rezone. Note: These estimated timelines do not include meetings with the Town Board (Town) and/or other agencies.

PR&D members are not permitted to have *ex parte* communication with rezone applicants, which includes individual conversations and correspondence regarding a rezone that is before PR&D or which may come before PR&D. Therefore, do not contact individual PR&D members regarding an application or pending decision.

### **Process**

Prior to submitting a rezone application, the Property Owner or their Agent (applicant) is encouraged to schedule a pre-application review with the County and/or the Town impacted by the proposed rezone, to explain the rezone proposal, ask and answer questions, and gain an understanding of any concerns the County and/or Town may have before incurring expenses associated with a formal application.

After the pre-application review (if held) but prior to submitting a rezone application, the applicant is encouraged to appear before the Town impacted by the proposed rezone, to understand the Town's position. A copy of the Town's minutes detailing its opinion/recommendations should be provided to the Land Use Control office (Zoning) on or before the date of the Public Hearing.

After an application is submitted and deemed complete, Zoning will schedule a Public Hearing and will publish a Class II Notice in the Dunn County News (newspaper), describing the proposed rezone, noting the location, time and date of the Public Hearing. Neighboring property owners along with any affected state, county and local official/agency will also receive the notice.

The applicant is required to attend the Public Hearing, failure to do so will result in a recommendation to deny and the fee shall be forfeited.

## **Application**

A complete application must be on file with Zoning before a Public Hearing will be scheduled. The property owner is ultimately responsible for providing a complete and accurate application which consists of:

- Application form completely filled out, signed and dated.
  - If the property is not owned by the applicant, a letter shall be attached giving consent from the property owner for the Agent to apply for the rezone.
- Site plan, if applicable, drawn to scale with appropriate notes, dimensions and specifications to describe the request as it relates to the rezone criteria listed below.
- Written statement of verifiable facts associated with the rezone criteria listed below.
- Fee
  - The fee shall be nonrefundable after the Notice of Public Hearing has been sent to the newspaper.
  - After the Fact Fee, shall be double the regular fee.

## **Rezone Criteria**

The following should be included with the written statement;

- Description of all proposed development, improvements and uses for the property (proposal).
- Explanation of why the current zoning district is not appropriate for the proposal.
- List of the zoning district(s) within the proposal, past and current uses of the subject property, zoning districts and land uses of all properties within one-quarter (1/4) mile of the proposal.
- Description of development trends within the general vicinity of the proposal, including any development to the property, since it was placed in its current zoning district.
- Description of how the proposal is consistent with the Land Use Element and any other relevant Element(s) of the Dunn County Comprehensive Land Use Plan.

The Zoning Administrator or PR&D may request additional information from the applicant such as:

- Description of the effects the proposal would have to traffic, public safety, environmental impacts and/or protection/conservation of natural resources.
- Description of the effects the proposal would have to the health, safety, and welfare, to adjacent land owners and to the County as a whole.
- Description of any anticipated or known changes to property values to adjacent landowners.
- Other than the rezone, description of all other approval processes required to accomplish the proposal, such as: sanitation, access, special exception, or variance.
- Evidence indicating that public infrastructure is, will, or will not be available to accommodate the range of permitted uses listed in the proposed district for petitions to rezone real property to the General Commercial (GC), Limited Commercial (LC), Light Industrial (LI), or Heavy Industrial (HI) zoning district.
- Written approval from the Wisconsin Department of Transportation, County Highway Department or Town authorizing the construction or access to driveway(s) and/or intersections, within their respective jurisdiction.
- Written statement from emergency service providers, fire, police and ambulance, describing how the proposal would impact their ability to provide emergency services.

If any of the above do not apply to the proposed rezone, then state "Not Applicable" in the written statement.

# APPLICATION FOR ZONING MAP AMENDMENT

FEE: \$650.00 Receipt # \_\_\_\_\_

☐ After The fact

☐ Cash **or** ☐ Check# \_\_\_\_\_

\*Checks Payable to Dunn County Zoning

## TO THE COUNTY BOARD OF DUNN COUNTY:

The undersigned hereby petitions the County Board to amend the Dunn County Zoning Ordinance as follows:

Present Zoning District \_\_\_\_\_

Requested Zoning District \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_ Parcel ID # \_\_\_\_\_

### PROPERTY OWNER:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

### APPLICANT / AGENT:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Failure to provide the required information may be sufficient cause to deny a petition.

Questions regarding the procedure, should be directed to the Dunn County Planning and Zoning office at 3001 US Hwy 12 E, suite 240, Menomonie, WI 54751; 715-231-6521

Signature: \_\_\_\_\_  
Property Owner

Date: \_\_\_\_\_

OR

Signature: \_\_\_\_\_  
Applicant/Agent

Date: \_\_\_\_\_